

Instructions for Registering as a Student in Canvas and Accessing Your Course

Save the following for later reference:

1. These instructions
2. The link to your Canvas course: <https://bcconted.instructure.com/login/canvas>
3. Your username: _____ (must be a valid email address)
4. Your password: _____ (must be at least 8 characters)

Introduction

Bellevue College Continuing Education uses the Canvas Learning Management System (LMS). To access the course, you must register as a student in Canvas.

***NOTE:** This course is a special collaboration between the course sponsor and Bellevue College Continuing Education and uses a separate instance of Canvas than the rest of Bellevue College.*

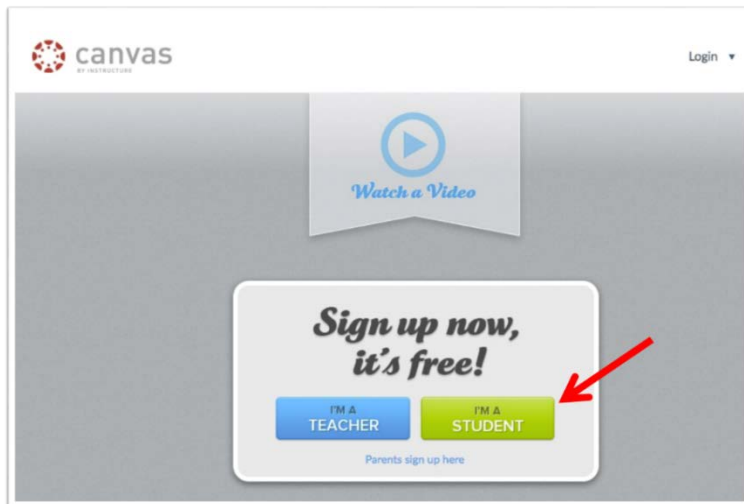
You cannot log in to this course through the main Bellevue College or Bellevue College Continuing Education websites. YOU MUST USE this link to access your class: <https://bcconted.instructure.com/login/canvas>. This is the only link that takes you to the Canvas login page for this course. Do not use the general Bellevue College Canvas site.

Technical support for this course is **only available** at: contedlms@bellevuecollege.edu. Since this course is separate from the standard curriculum for both Bellevue College and Bellevue College Continuing Education, their customer support and technical support teams do not support this program.

To get back to your course after you have logged out, see the instructions at the end of this document: "How to Return to Your Course."

How to Create Your Canvas Account for the HIMSS Course

1. Go to the [Canvas registration page](#).
2. In the signup window, click on the “I’m a Student” button, indicated by an arrow in the image below.



3. The Student Signup window will appear (see the image below).

Student Signup

Join Code

Full Name

Username

Password

Password must be a minimum of 8 characters

Confirm Password

You agree to the [terms of use](#) and acknowledge the [privacy policy](#).

a. **Join Code:** Type the 6-character Join Code that you received in your course confirmation email. The Join Code will have only 6 letters and numbers. The 10-digit confirmation code is **not** the Join Code.

b. **Full Name:** Type your first and last names.

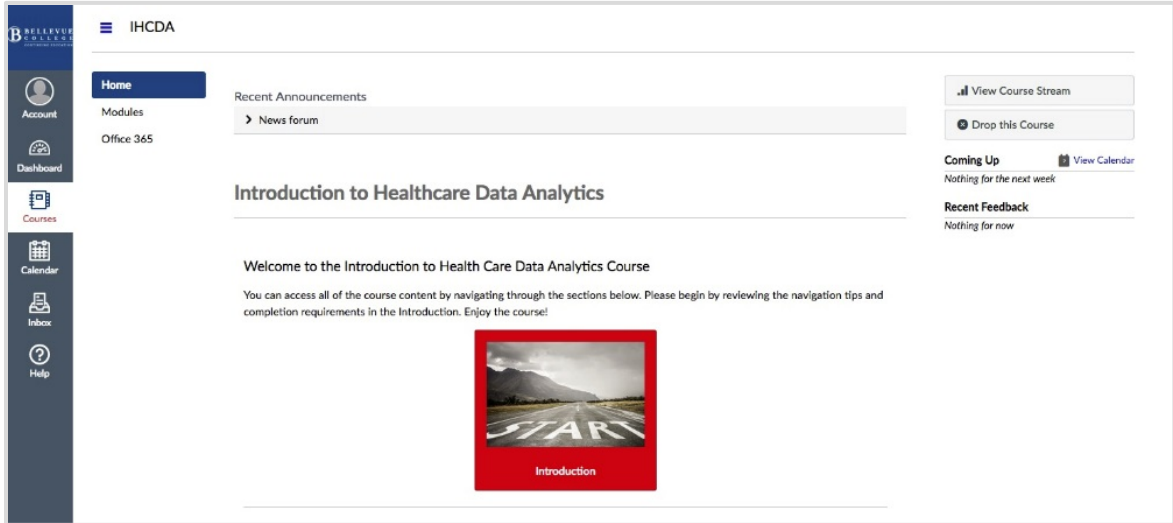
c. **Username:** MUST BE A VALID EMAIL ADDRESS.

d. **Password:** Create a password for your account. The password must be at least 8 characters long.

e. **Terms of Use and Privacy Policy checkbox:** Make sure that the checkbox has a check mark.

TIP: Save your Username and Password for future access to the course.

4. Click the Start Learning button, which is located in the lower right corner of the Student Signup window as shown in the image above.



5. The HIMSS course Home page will open (see the image below). You will access all course materials from this Home page.

How to Return to Your Course

After you have completed a session, you'll log out of Canvas. To return to the HIMSS course,

1. Go to the [BCCE Canvas login page](#).¹ The login screen is shown below.



¹ If you have problems using the hyperlink, the full URL is: <https://bcconted.instructure.com/login/canvas>.

TIP: Save a shortcut to this link or add it to the Favorites list in your browser for quicker access to the course.

2. Type your email address and the password you created when you registered your Canvas account.
3. Click the Log In button. Your Canvas Dashboard will open.
4. In the image below, an arrow points to the card object labeled “Introduction to Healthcare Data Analytics.” Click this card to launch the course.

